

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	19199	Agenda Number	32.
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Meeting Date:	October 18, 2012
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Department:	Purchasing
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Subject

Authorize award and execution of a 7-month requirements supply contract through the Texas Local Government Purchasing Cooperative (BuyBoard) with STAPLES CONTRACT AND COMMERCIAL, INC., for the purchase of office supplies in an amount not to exceed \$1,516,667.

Amount and Source of Funding

Funding is available in the Fiscal Year 2012-2013 Operating Budgets for all City Departments.

Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Cooperative Purchase
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Prior Council Action:	
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For More Information:	Cruz Banda, Buyer II / 974-2133
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Boards and Commission Action:	Recommended by the Austin Airport Advisory Commission and the Water and Wastewater Commission. To be reviewed by the Electric Utility Commission on October 15, 2012.
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MBE / WBE:	This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.
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Related Items:	
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Additional Backup Information

In June 2012, the City entered into a five month office supplies contract with Staples, Inc. through the Texas Local Government Purchasing Cooperative, BuyBoard. The current BuyBoard cooperative contract expires October 31, 2012; so the City is now entering into a seven month office supplies contract with Staples Advantage through the new BuyBoard cooperative contract.

This contract establishes a supply contract for stockless office products. These supplies are used by all City departments. Staples will warehouse all items and deliver orders to over 265 City locations; and the vendor is required to provide any type of item on an as needed basis with next day desk top delivery. There are approximately 12,000 different items purchased on this contract that are standard office supplies (e.g. rubber bands, binders, tape, paper clips, correction tape, file folders, staples, pens, pencils, Post-it notes, etc.) used on a daily basis. This portion of the contract will be in the amount of \$758,333 for the 7-month term (50% of the contract total). This contract also includes copy paper and recycled copy paper. This portion of the contract will be in the amount of \$303,333 for the 7-month term (20% of the contract total). In addition to the standard office supplies, Staples also provides printer equipment and supplies (e.g. toner cartridges, inkjet cartridges and printer ribbons). This portion of the contract will be in the amount of \$455,000 for the 7-month term (30% of the contract total). There are several hundred items that are included in the catalog; a large number of items are restricted. These include items such as high tech electronics, food and furniture.